



Civilian Human Resources



Flight News



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October /November 2011

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A Message From our Commander

"Brace yourselves, prepare for impact." I hope no one ever has to hear those words, however just like our flight friend professionals, we all have to prepare for the worse case scenario. Like most years, we have entered a new fiscal year without a DoD approved budget, but unlike most years, this year we are still in a hiring freeze and the inner D.C. beltway is buzzing to figure out where cuts will take place. Something to consider, "who is impacted when a Reduction In Force (RIF) action happens;" the answer: potentially everyone. Even positions that survive potential cuts are vulnerable to a person that is RIF'd with more seniority and meets job qualifications. Inside this newsletter you will find helpful recommendations to help you ensure you are fully prepared for civilian personnel controls. I highly encourage all government employees to review their records to ensure your information is correct and to help you prepare for turbulent times.

Thanks & Sincerely,
Todd R. Alcott, LtCol
86 FSS/CC

A Message From our Flight Chief

Welcome to the Fall Edition of the HR Flight News. We are focusing on Communication to keep you informed and ensure your records are updated. CPMS and AFPC have created videos to help understand Workforce Shaping and PPP rules and the article on *Managing Your Civilian Record* contains a checklist to keep track of your records and updates. A quick reminder for supervisors and employees: Check your leave balances and schedule use or lose leave before the end of the leave year. Special Note: the 2011 Health Benefits Open Season will run from 14 Nov to 12 Dec 11 and the next NAF Job Fair will be held on 15 Nov at the O'Club. For supervisors of Non-US employees, we discuss the differences between Environmental Differential Pay and Severity Allowance. Your comments are important to us. Click [here](#) to submit your comments to ICE. Keep checking our Civilian Personnel [Website](#) for updates and you can also view previous editions of our [Newsletters](#).

Sincerely,
Christine Murray, HR Flight Chief

What's New?

USAJobs 3.0 Transition Complete

Following a comprehensive upgrade, that resulted in a limited number Air Force vacancy listings for nearly two weeks, job seekers can now return to the USAJOBS website to browse Air Force vacancy notices.

The upgrades were completed a day ahead of schedule, according to Nancy Tackett, the Air Force Personnel Center supervisory human resources specialist. Job seeker account information, resumes and other supporting documents were all successfully transferred as part of the data extraction process. To access it, though, account holders will have to create a new password.

The upgrade process results in stronger

security procedures, elimination of unnecessary applicant profile questions, and improved search filters, Tackett explained. Air Force job seekers will begin seeing AF vacancies posted this week.

For more information about the USAJOBS transition, go to www.USAJobs.gov or www.opm.gov. For more information about Air Force civilian career opportunities, go to www.afciviliancareers.com. For information about other Air Force personnel issues, visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.



HR Advisory 2011 - 43 Special Salary Rate Exceptions to the Pay Freeze for Health Care Professionals

The purpose of this advisory is to distribute guidance on requesting Special Salary Rate (SSR) exceptions to the pay freeze for DoD civilian healthcare employees. This guidance applies through 31 Dec 2012.

Link to HR Advisory:

<https://gum-crm.csd.disa.mil/ci/fattach/get/1481600/1314299266/redirect/1>

HR Advisory Website:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13136/

Daylight Savings Time Ends

Daylight saving time ends for the European Union on the last Sunday in October. On 30 Oct 11 at 0159, clocks will be set back one hour to 0100. Therefore, employees working at 0159 Sunday morning will work an extra hour. An employee who works this extra hour will be entitled to overtime provided they meet the other over-

time requirements (e.g., work in excess of eight hours in a day or 40 hours in a week). Employees on leave for that shift will be charged eight hours of leave and will not be entitled to overtime.

Questions?

POCs can be reached at 480-2019 and 480-7608

Managing Your Civilian Record

Air Force Personnel Center leadership emphasizes the importance of civilian employees taking ownership of their careers and ensuring their records are correct. In today's automated Air Force environment, employees are able to update their civilian personnel records using the Defense Civilian Personnel Data System MyBiz self-service application, they can view their career briefs and SF50's in the AFPC Secure site, and can update education, license, language, occupational certification and experience with the AFPC Classification office. You can also refer to the [Annual Administrative Paperwork checklist](#) and the [Air Force Hiring Freeze Information tri-fold](#) for further details on what to check and where to find the information.

- The [AFPC Secure](#) website contains links where employees can review Career Brief, SF50s (e-OPF), and Benefits

(EBIS - Employee Benefits Information System), to ensure the information is correct and current.

My Biz:

My Biz allows employees access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

As employees acquire additional education, they can update education in their personnel records via the web using the [DCPDS Portal](#) and My Biz. Any changes made to their education information using My Biz will update DCPDS and be immediately reflected in

their personnel record. Changes will be reflected on their Civilian Career Brief and the Electronic Civilian Record Update (ECRU) brief the next day. They can access these briefs by logging into AFPC Secure site.

[AFPC Classification](#) has information on updating your records. Employees can submit education, license, language, occupational certification and experience update requests using Optional Form (OF) 612, Optional Application for Federal Employment, or fax cover sheet via fax to AFPC Classification at DSN 665-2937 or Commercial 210-565-2937.

The Ramstein APF Civilian Personnel Section provides information on their [website](#) and through [newsletters](#).

If you have any questions, please contact your Ramstein Civilian Personnel Specialist.

**Employees know their employment records better than anyone else....
Take ownership and responsibility to ensure your records are up to date!**

CPMS Workforce Shaping Employee PPP Briefing Videos

To keep informed, CPMS developed a series of videos for employees who are impacted by a reduction in force (RIF). The modules should be viewed in the order in which they are listed below. The total viewing time for these modules is approximately 1 hour and 5 minutes. Topics include: Additional Eligibility Requirements(3:20), Registration Period (4:27), Priorities (10:31), Skills (5:15), Grades (3:59), Area of Referral (5:36), Job Offers (5:09), Pay Policies (4:59), Moving Costs(2:27), Mandatory Registration(4:39), and Helpful Hints. View the briefings at: http://www.cpms.osd.mil/care/care_displacedemployeebriefingrif.aspx.

The next page contains links to AFPC's Workforce Shaping Videos.

Workforce Shaping Videos

To help our workforce better understand voluntary separation initiatives and the downsizing environment AFPC has developed a series of podcasts on Civilian Workforce Shaping. These short videos provide employees with informative material on such topics as Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP), Reduction In Force (RIF), Transfer of function (TOF) and Transfer of work (TOW). The goal of the podcasts is to provide a readily-

understandable overview of topics often discussed in a very technical and complex manner. The podcasts will help employees consider their voluntary separation options, assist them in making decisions on retirement, and provide them an understanding of how the RIF process works in the event additional downsizing measures are needed in the months to come.

To access the podcasts, visit the Air Force Personnel Services (AFPER) website at [https://gum-](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/14061/)

[crm.csd.disa.mil/app/answers/detail/a_id/14061/](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/14061/). Log in using your CAC login.

Additional information on VERA/VSIP and workforce shaping can also be found at the following AF-PERS links:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18351

<https://gum-crm.csd.disa.mil/app/categories/p/1%2C2/c/348>

USAJobs Issues

OPM reports that USAJOBS 3.0 has been overwhelmed with the volume of visitors to the site since the launch last week. They report an unprecedented: 3-5 times greater than the busiest day experienced by USAJOBS 2.0 (2.5 million visitors per day since Tuesday, October 11). As a result of the traffic problems outlined above, one issue is that applicants have been unable to apply for positions. AFPC currently has ~250 announcements posted out on USAJOBS. If problems persist, they will extend closing dates.

Some Facts On Retirement

Annuity Pay (CSRS):

If a CSRS employee retires on the first through the third of the month, their annuity commences on the following day. If they retire on any other day, their annuity commences on the first day of the following month. For this round of VERA/VSIP, a CSRS employee's annuity will commence 1 Jan.

Annuity Pay (FERS):

If a FERS employee retires on the last day of the month, their annuity commences on the next day.

However, if they retire on the 1st or any other day, their annuity does not commence until the first day of the following month. So for FERS employees in this round of VERA/VSIP, their annuity commences 1 Jan.

Timing of Annuity Pay:

DFAS has advised that employees with retirement dates of 31 Dec 11, should receive their last pay check as an active civilian (plus lump sum annual leave plus their incentive, as applicable) in the 6 Jan 2012 payout provided

there is not a reject in the system for some reason. If there is a reject that cannot be timely corrected, the lump sum annual leave payout and/or incentive payout will be issued by 20 Jan 2012.

At the present time, OPM has been issuing an interim annuity check within 6 to 8 weeks of the employees retirement effective date. Interim checks continue each month until OPM is able to adjudicate the retirement application and establish the regular payment schedule.

Disability Code Verification

We seek your support to review and, if appropriate, update your disability code within the Defense Civilian Personnel Data System (DCPDS). The categories of disabilities have expanded as a result of a change in the law.

In addition, the President signed Executive Order 13548, 26 Jul 2010, "Increasing Federal Employment of Individuals With Disabilities" requiring all Federal agencies to recruit, hire, and retain individuals with all types of disabilities, not just the severe disabilities covered by the previous rules and form. As the Nation's largest employer, the Federal Government has a commitment to equal opportunity, diversity, and inclusion.

The Rehabilitation Act of 1973 requires each agency in the Executive branch of the Federal Government to establish definite programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. In order to effectively evaluate meeting this obligation, the Air Force must rely on accurate and up-to-date information regarding its workforce.

The functionality within the Self Service Employee "My Biz" system provides employ-

ees the opportunity to ensure the disability code identified within DCPDS is accurate and current at any time during their employment. The instructions to review your disability code within the personnel system can be found at Tab 1. Participation in the disability reporting system is entirely voluntary; employees will not be required to identify their disability status. However, this information is being collected to help promote opportunities for individuals with disabilities.

Additionally, while in "My Biz," you may also wish to review your ethnicity and/or race self identification. Individuals are now able to identify as two or more races/ethnicities, an option that was not available when many initially filled out this category; see the attached SF 181, Ethnicity and Race Identification at tab 3 for details and definitions. Information such as emergency contact, education, training, etc., can be also updated within MyBiz. If you have any questions or need more information regarding the Disability Program or "My Biz", please contact your servicing advisor at the Civilian Personnel Office.

For additional information, please access the following links:

[AF A1D Memo—Disability Code Verification, 19 September 2011](#)

[SF 256—Self Identification of Disability](#)

[Setting Pop-ups](#)

[Ethnicity and Race Identification](#)

New Web Based Training: Preventing Workplace Violence

The DCPAS Labor & Employee Relations Division has created a web based training module for DoD employees that is available for use in all DoD Components and Defense Agencies. The training focuses on the identification, prevention, and managing behaviors that may lead to workplace violence. This training will satisfy the annual training requirement for all DoD personnel as recommended in the Ft. Hood Report dated Jan 2010. Access the link below for the training:

<http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

Leader & Professional Development Division

The CPMS Joint Leader Development Division is responsible for the DoD policies, systems and programs that support the deliberate development of highly skilled civilian leaders who are well prepared to lead and excel in a joint, total force environment. The Leader and Professional Development Division (LPDD) is responsible for ensuring that DoD has a comprehensive, competency-based system, and integrated leadership development programs that support the deliberate development of highly skilled civilian leaders who are well prepared to lead and excel in a joint, total force environment. Access the following link to see the types of programs managed by LPDD: <http://www.cpms.osd.mil/LPDD/>

What is the SES?

The Senior Executive Service (SES) is comprised of the men and women charged with leading the continuing transformation of our government. This dedicated corps of executives shares a commitment to public service and a set of democratic values grounded in the fundamental ideals of the Constitution. As the leaders of our Federal civilian workforce, Senior Executives strive each day to create a more citizen centered, result oriented Federal Government. For more information access the links provided below:

<http://www.opm.gov/ses/>

Department of Defense Senior Executives and Senior Professionals

<http://www.cpms.osd.mil/sespm/>

2011 Health Benefits Open Season

The 2011 Health Benefits Open Season will be held from November 14, 2011 through December 12, 2011. This is the time of year that appropriated funded Federal employees can make changes to their benefits. There are three separate programs participating in this year's Open Season: The Federal Employees Health Benefits Program (FEHB; www.opm.gov/insure/health); the Federal FSA Program (FSAFEDS; www.FSAFEDS.com) and the new Federal Employees Dental and Vision Insurance Program (FEDVIP; www.opm.gov/insure/dentalvision; www.BENEFEDS.com).

If you have questions concerning your eligibility, the types of plans offered, or the options available, the Ramstein HR Civilian Personnel Office is conducting a "Federal Employees Health Benefits (FEHB) Fair" for US civilian employees on 26 October 2011 at Bldg 2120 room 209, from 1230 to 1430 hours. Representatives from BlueCross BlueShield, Foreign Service Benefit Plan and Mail Handlers will be available to provide information and answer questions about their benefit plans.

Filing Overseas Worker's Compensation Claims

Did you know that all claims for DoD civilian injuries occurring outside the U.S. are initially processed by the OWCP Special Claims office in Cleveland and require special attention when entered in DIUCS/EDI?

Are You a Supervisor With an Injured Employee?

Helpful information about injury claims for supervisory personnel.

What To Do When Injured At Work

Do you know your rights and responsibilities if you are injured on the job?

For answers to these questions and more information, click on this link:

http://www.cpms.osd.mil/icuc/icuc_index.aspx

Use Or Lose

All supervisors and employees are reminded that the leave year ends 1 Jan 2011. Lost annual leave can only be restored if loss was due to mission requirements, administrative error or because of illness. However, to prevent forfeiture of "use or lose" leave it must be requested, approved, and scheduled in writing, prior to the close of business on Saturday, 19 Nov 2011. Employees who find themselves unable to use their excess leave may wish to consider donating it to the Voluntary Leave Transfer Program for the benefit of fellow federal employees who have medical emergencies.

For additional information on restoring forfeited annual leave, please refer to the Civilian HR fact sheet by accessing the website below:

<http://www.ramstein.af.mil/shared/media/document/AFD-110103-013.pdf>

HR Advisory 2011- 44 Accommodations for Nursing Mothers

The purpose of this Advisory is to share CPM 2010-19, 22 December 2010, which provides guidance to federal employees on workplace accommodations for employees who are nursing mothers.

Link to HR Advisory:

<https://gum-crm.csd.disa.mil/ci/fattach/get/1483393/1314390711/redirect/1>

HR Advisory Website:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13136

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Classification Appeals

A classification appeal is a written request to the Human Resources Office made by an employee for a change in the pay system, grade or pay band, series, or title of his or her officially assigned position. An appeal may be filed by an employee individually or on behalf of a group of employees occupying identical positions (having the same pay plan, title, series, grade or pay band, and position number).

An employee has the right to be assisted and advised in preparing the appeal by a representative of his or her

own choosing, unless there is a conflict of interest, such as an employee of the servicing HRO. An employee may appeal the classification of his or her position at any time, but may not appeal proposed classification changes.

The appeal must contain the following:

- The name, mailing address and organization of all appellants.
- The employee's official assigned position title, series, grade or pay band, and position number.

- A statement clearly indicating the part of the classification with which the appellant(s) disagree; why the classification is inconsistent with published standards or guidelines; and the title, series, or grade or pay band, the appellant(s) consider correct.

- The mailing address of the employee's representative, if one is designated.

For more information on classification appeals, contact the Ramstein NAF Human Resources office at DSN 480-2672.



Use or Lose

The maximum amount of accumulated annual leave that may be carried over from one leave year to the next is 240 hours for US NAF employees (or 360 hours for employees directly hired/transferred from the US for employment overseas). Employees who are in 'Use or Lose' status with their annual leave will have until pay period 09B ending 10 Jan 12 to use the leave before it is lost. On a case-by-case basis and with approval by your Squadron Commander, employees may carry leave in excess of 240 or 360 hours (as appropriate) into the next leave year. This waiver must be approved prior to the end of the current leave year. The employee must have requested annual leave early in the leave year and circumstances beyond the control of management and the employee precluded its use before the end of the leave year. If you have any questions, please contact the NAF HRO, DSN 480-2672 or payroll office, DSN 480-5304.

Local National Employment * Local National Employment * Local National Employment

Environmental Differential Pay im Vergleich zu Erschwerniszulagen

Auf den ersten Blick scheinen Environmental Differential Pay (EDP) und Erschwerniszulagen identisch zu sein.

Bei genauer Betrachtung allerdings erkennt man die Unterschiede:

EDP findet man im Title 5 CFR 532.511 (<http://cfr.vlex.com/vid/532-511-environmental-differentials-19601467>) und wird an Arbeiter der U.S. Regierung gezahlt die, bei der Ausübung Ihrer Tätigkeit erschweren Bedingungen ausgesetzt sind. Allerdings können diese erschweren Bedingungen, durch Schutzkleidung und

andere Hilfsmittel, eliminiert werden, womit der Anspruch auf Zahlung von EDP hinfällig wird, obwohl die Gefahren-situation nach wie vor besteht.

Der Tarifvertrag Aller Länder (TV AL) II, § 21, Punkt 4, sowie Anhang S, Absatz II, Punkt 1 – 6, (http://www.bundesfinanzministerium.de/nr_3398/DE/BMF/Startseite/Service/Dienstleistungen_fuer_die_Verwaltung/001_1,templateId=raw,property=publicationFile.pdf) beinhaltet die Voraussetzungen für die Zahlung von Erschwerniszulagen an

ortsansässige Arbeitnehmer. Management muss die entsprechenden Sätze der Erschwerniszulage (TV AL II) zahlen, auch wenn Schutzkleidung und andere Hilfsmittel zur Verfügung gestellt werden. Vorgesetzte sollen; a) Arbeiten unter erschweren Bedingungen –wenn möglich– vermeiden, oder so kurz wie möglich halten; b) sorgsam prüfen, dass auch wirklich nur die tatsächliche gearbeitete Zeit, unter erschweren Bedingungen, eingereicht wird und nicht die gesamte Arbeitszeit.

If you have any questions, contact the Local National Employment section at 480-4201

US Environmental Differential Pay vs. Non-US Severity Allowance

Environmental Differential Pay (EDP) and Severity Allowance (SA) appear to be one and the same.

On closer review there are many differences:

EDP is found in Title 5 CFR 532.511 (<http://cfr.vlex.com/vid/532-511-environmental-differentials-19601467>) and is paid to U.S. Government Wage Grade employees exposed to hazards, physical hardships, or working conditions of an unusually severe nature. However, under EDP,

the hazard can be practically eliminated, and therefore no payment is authorized, through the provision of protective clothing and equipment, even though the situation still exists.

Severity Allowance is paid to **non-US** employees, exposed to severe conditions and is part of the Collective Tariff Agreement II (CTA II), Art 21, paragraph 4, and Appendix S, section II, paragraphs 1 through 6 ([http://www.europe.forces.gc.ca/doc/rcp-brp/COLLECTIVE%](http://www.europe.forces.gc.ca/doc/rcp-brp/COLLECTIVE%20TARIFF%20AGREEMENT%20II%20ENG%20200807.pdf)

[20TARIFF%20AGREEMENT%20II%20ENG%20200807.pdf](http://www.europe.forces.gc.ca/doc/rcp-brp/COLLECTIVE%20TARIFF%20AGREEMENT%20II%20ENG%20200807.pdf)).

Management must pay SA as long as the employee is exposed to the condition, even if protective clothing and equipment are provided.

Supervisors should, a) limit exposure and avoid putting employees in severe conditions whenever possible; b) be diligent to validate SA, to only pay for actual time of exposure, and not the entire shift.